



REQUEST FOR PROPOSALS

City of Springfield Community Development Block Grant (CDBG) and HOME Investment Partnerships Program

CDBG Funds Available **After July 1, 2014**: Approximately \$153,753

HOME Funds Available **After July 1, 2014**: Approximately \$186,303

Proposal Deadline (All funds): Monday, March 10, 2014
Proposals must be received at Springfield City Hall by 5pm on the above date

Eligible Applicants: Public or private non-profit organizations recognized by the State of Oregon, Community Housing Development Organizations, private developers, private business owners

For information contact: Kevin Ko, CDBG Administrator 541-726-2302
Penny Olsen, Housing Programs Assistant 541-736-1039

Development Services
225 Fifth Street
Springfield, Oregon 97477

The City of Springfield is presently accepting proposals for the allocation of approximately \$340,056 in available CDBG and HOME Investment Partnerships Program funds. This reflects available funds anticipated to be budgeted by the U.S. Congress for FY 2014-2015 plus any unallocated CDBG and HOME funds from previous years. **The funds will be available after July 1, 2014.**

Attention All CDBG Applicants: *Because of the significant reductions to the federal HUD budget, Springfield's FY2014-15 CDBG allocation is anticipated to be considerably less than in previous years. We anticipate this trend to continue until the federal budget crisis is resolved. Therefore, in order to ensure the future viability of the CDBG program, it is strongly recommended that requests for CDBG funding be in the form of a repayable loan instead of a grant. Typical loan terms are 0% interest with monthly or quarterly principal payments beginning after project completion. Please contact Kevin Ko at 541-726-2302 for more information regarding CDBG loans.*

The primary purpose of the CDBG Program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities principally for persons of low and moderate income. The primary purpose of the HOME Program is to develop viable urban communities by providing decent, safe and affordable housing for persons of low income.

Private business owners and/or for-profit organizations may apply for CDBG assistance only under the CDBG Business Development Loan program. In-order to be eligible for a CDBG Business Development Loan, the proposed project must be located in the Downtown Redevelopment Area and must, a) create employment opportunities for low-income persons, or, b) alleviate conditions of slum or blight. A supplemental CDBG Business Development Loan application must be submitted along with this CDBG/HOME application.

This proposal packet includes basic project eligibility requirements, tentative timeline for project selection, and proposal form. Proposals submitted to the City must meet national objective requirements and/or HOME Compatibility requirements (see checklist).

IMPORTANT: All applications must be submitted by Monday, March 10, 2014 at 5:00 p.m. If you have any questions, please call our office at 541-726-2358.

IMPORTANT DATES FOR APPLICANTS!

All applicants **must** meet with City staff in a Pre-Application Conference prior to submitting an application. Conferences will be scheduled individually. The purpose of the Pre-Application Conference is to provide assistance in understanding pertinent regulations, to address questions and concerns about the Programs, to make a preliminary determination of funding terms for your project, and to assist in the completion of the application. **Conferences can be scheduled anytime upon receipt of this Application Packet, but not later than March 7, 2014. Your proposal should be sufficiently developed prior to scheduling your conference.**

ALLOCATION PROCESS TIMELINE (tentative)

Application deadline: All CDBG and HOME funding	Monday, March 10, 2014 at 5:00 p.m.
CDAC develops funding recommendations for City Council's approval - TENTATIVE	Thursday, March 20, 2014
Springfield City Council holds public hearing and adopts funding recommendations	Monday, April 7, 2014
Council holds public hearing to approve One Year Action Plan	Monday, May 5th Submitted to HUD no later than Wednesday, May 14th

APPLICATION GUIDE

For your convenience each item on the application has been marked with symbols indicating if that particular piece of the application is necessary when applying for HOME funds or CDBG funds. The symbols are as follows:

CDBG =



HOME =



PROPOSED HOME AND CDBG PROGRAM BUDGETS

IMPORTANT: The actual HUD allocations for CDBG and HOME are not yet known. The estimated allocation amounts shown below reflect an approximation based on historical data. Project awards will not be finalized until the actual CDBG and HOME allocations are announced by HUD. When the city is notified of the final CDBG and HOME allocations, individual project awards will be adjusted proportionally. For instance, if the actual award is 10% less than the estimated amounts, each project award will be reduced by 10%.

HOME ALLOCATION	Amount		CDBG ALLOCATION	Amount
FY 2014-2015 HOME Allocation (estimate)	\$283,783		FY 2014-2015 CDBG Allocation (estimate)	\$479,568
Program Income, Prior Years' Carryover	\$102,496		Program Income, Prior Years' Carryover	\$0
TOTAL PROGRAM FUNDS	\$386,279		TOTAL PROGRAM FUNDS	\$479,568
CHDO Operating* 5%	(\$14,189)		Social Services* 15%	(\$71,935)
Grant Administration* 10%	(\$28,378)		Grant Admin. & Planning* 20%	(\$95,914)
Springfield Home Ownership Program (SHOP)	(\$100,000)		Springfield Housing Rehabilitation Programs	(\$70,000)
Program Delivery Costs**	(\$32,000)		Program Delivery Costs**	(\$67,000)
Available HOME Projects Funding:	\$211,712		Available CDBG Projects Funding:	\$174,719
Project Delivery Costs*** 12%	(\$25,405)		Project Delivery Costs*** 12%	(\$20,966)
Available HOME for Request for Proposals	\$186,306		Available CDBG for Request for Proposals	\$153,753

*Maximum percentage allowed by CDBG/HOME regulations

**Personnel costs necessary to administer Housing Programs (including code enforcement)

***Personnel costs necessary to administer CDBG and HOME projects

LOCAL FUNDING PRIORITIES AND CRITERIA
ELIGIBLE PROJECT TYPES

Local funding priorities have been developed to guide the City's allocation process. They reflect the continuing housing and community development needs of Springfield. These local funding priorities were accepted by the Community Development Advisory Committee (CDAC) on January 16, 2014.

MAJOR AREA	PRIORITY	RANKING
Permanent Affordable Housing – 5 Year Goals	Goal 1-A – Increase the supply of Affordable Housing	1
	Goal 1-B – Conserve and improve existing affordable owner and renter housing stock	3
	Goal 1-C – Increase opportunities for low and moderate income households to become and remain homeowners	4
	Goal 1-D – Increase opportunities for low and moderate income households to become and remain renters	2
	Goal 1-E – Remove Barriers to affordable and supportive housing	5
Expand Access to Public Services, Economic Opportunities, and Suitable Living Environments	Goal 2-A – Support a human services delivery system that helps low and moderate income persons achieve dignity, well-being and self-sufficiency	2
	Goal 2-B – Promote economic development and diversification through the creation of jobs	1
	Goal 2-C – Improve accessibility to public facilities	4
	Goal 2-D – Make Strategic investments to improve low income neighborhoods and other areas exhibiting conditions of slums and blight	3

In addition to meeting the needs set forth in the Consolidated Plan, projects should meet one or more of the following preferences:

- A. Projects where participation from cooperating community partners in targeted areas has been demonstrated;
- B. Projects that leverage and/or recycle funds (staff will work with applicant to determine agency or project's ability to accommodate loan payments);
 - ✓ CDBG and HOME project funding requests that are in the form of a repayable loan may be given a higher priority for funding.
- C. Coordinated projects (i.e. housing, streets, parks, etc.) in close proximity to demonstrate support from the affected neighborhoods;
- D. Projects that address youth and public safety issues;
- E. Projects that support the following housing goals: (1) Increase homeownership, (2) Maintain existing housing stock through rehabilitation, (3) Create new rental housing;
- F. Projects that focus on revitalization efforts in targeted neighborhoods;
- G. Projects that enhance community pride and improve quality of life citywide.

Note: Projects that are nearing completion may be given a higher priority for funding.



ELIGIBLE AND INELIGIBLE CDBG ACTIVITIES

All CDBG projects and activities MUST meet either the “LMI (low or moderate income) Benefit” or the “Elimination of Slums or Blighted Conditions” national objective. They must also be eligible as an activity or project under the CDBG program. The projects and activities listed are generally eligible for CDBG funding. This list is not exhaustive. Additional federal requirements may apply to proposed projects that may affect the project's eligibility. *The City of Springfield is allowing the use of the “slums and blight” national objective only to projects or activities within the Springfield Downtown Redevelopment Area.*

Eligible Activities

- Acquisition of real property
- Public facilities and improvements, such as:
 - community, senior, and health centers
 - shelters for the homeless
 - solid waste disposal facilities
 - fire protection facilities and equipment
 - parking, streets, curbs, and sidewalks, parks and playgrounds
 - water and sewer facilities or flood and drainage facilities
 - public utilities
- Clearance activities
- Relocation payments
- Removal of architectural barriers
- Rehabilitation of private property, both residential and commercial/industrial
- Code enforcement
- Historic preservation
- Home ownership activities
- Economic development (job creation or retention) projects
- Public services (Funding is not available for public services through this process. The Intergovernmental Human Services Committee, staffed by the Lane County Health and Human Services Department, will allocate the City's public service funding.)

Ineligible Activities

The general rule is that any activity not specifically identified as eligible is considered to be ineligible for CDBG funding. Listed below are specific activities that are ineligible.

- Buildings used predominantly for the general conduct of government (except for removal of architectural barriers) and other general government expenses
- Political activities
- Purchase of furnishings, motor vehicles, and movable equipment (except for fire fighting equipment or when associated with grant administration or eligible public service activities)
- Operating and maintenance expenses, including the repair of public facilities and improvements
- New housing construction and income payments (these activities may be eligible under HOME)

For additional information on Springfield's CDBG Program, contact Kevin Ko at 541-726-2302.



TERMS OF HOME PROGRAM FUNDING

It is the intent of the Springfield Housing Programs to ensure continued community benefit from the City's HOME allocation. Long term sustainability of affordable housing development is an important program goal. Therefore, HOME project allocations are generally provided as loans, with terms and repayment schedules to be determined by need and by how well each project meets the criteria for funding. **It will be the responsibility of the applicant to demonstrate need.**

IMPORTANT: Project information presented at the Pre-Application Conference will be used to determine the recommended terms of the HOME funds requested. Your proposal needs to be sufficiently developed in order for this determination to be made. The Final Terms of the HOME allocation may differ from those recommended, and may be negotiated between the applicant agency and the city staff.

ALLOCATION AMOUNTS/PERIOD OF AFFORDABILITY FOR HOME PROGRAM

Projects utilizing HOME funding must maintain compliance with HOME Program regulations for not less than the minimum period as specified in the following table:

CONSTRUCTION ACTIVITY	COMPLIANCE PERIOD
New Construction	20 years
Rehabilitation, less than \$15,000 per unit of HOME funds	5 years
Rehabilitation, \$15,000 to \$40,000 per unit of HOME funds	10 years
Rehabilitation, more than \$40,000 per unit of HOME funds	15 years

The Compliance Period for non-construction activities will be determined on a project by project basis.

An agency may specify a Period of Affordability for a project that extends beyond the HOME compliance period. This may allow the project to extend the loan repayment period, instead of paying off the balance of the loan at the end of the compliance period. To elect an extension of the Period of Affordability see page 23 of the application.

The minimum HOME Allocation shall be One Thousand Dollars (\$1,000) average cost per unit utilizing HOME funding. The Maximum HOME Per-Unit allocation shall be as follows:

0 - Bedroom	1 - Bedroom	2 - Bedroom	3 - Bedroom	4+ - Bedroom
\$82,557	\$97,132	\$117,141	\$149,942	\$163,701



PROPERTY RESTRICTIONS

The following is a summary of HOME Investment Partnerships Program rules and regulations. This summary is provided as a guide for project development only, and should not be interpreted as being the final form. All proposed projects, with the exception of Homeowner Rehabilitation, must meet all federal regulations as they pertain to the HOME Investment Partnership Program. For the duration of the HOME compliance period, or the extended period of affordability, whichever is longer, the HOME Loan recipient agrees to ensure that:

- A. Units utilizing HOME funds bear rents not greater than the lesser of:
 - (1) The fair market rent for existing comparable units in the area as established by HUD, less any tenant-paid utilities and services (excluding telephone); or
 - (2) 30 percent of the adjusted income of a family whose gross income equals 65 percent of the median income for the area, as determined by HUD, with adjustments for the number of bedrooms per unit.
*(Attachment 3 is a copy of the current HOME program rents. A utility allowance, to be deducted from the rent schedule, is based upon unit construction and will be determined on a project by project basis)
- B. **Projects of five or more units** have not less than 20 percent of the units:
 - (1) Occupied by very low-income families who pay as a contribution toward rent (excluding any federal, state, or tribal rental subsidy provided on behalf of the family) not more than 30 percent of the family's monthly adjusted income as determined by HUD; or
 - (2) Occupied by very low-income families and bearing rents not greater than 30 percent of the gross income of a family whose income equals 50 percent of the median income for the area, as determined by HUD, with adjustments for larger and smaller families.
- C. 100% of the HOME assisted units are occupied only by households that qualify as low-income;
- D. Recipient will not refuse leasing to a holder of a Rental Certificate, Rental Voucher, or to the holder of a comparable document evidencing participation in a HOME tenant-based assistance program, solely on the status of the prospective tenant as a holder of such;
- E. The project will remain affordable, pursuant to deed restrictions, for not less than the appropriate compliance period.
- F. Recipient will maintain the rental units in compliance with HUD Housing Quality Standards and substantial compliance with the City Housing Code.
- G. Recipient will not discriminate against prospective tenants on the basis that the tenants have a minor child or children who will be residing with them. (Exception for elderly housing)
- H. Recipient will not convert the rental units to condominium ownership.
- I. Recipient will allow City Staff to inspect the property annually, in order to determine if the above conditions are being met.
- J. Recipient will abide by all conditions set forth in the Declaration of Restrictive Covenants and Mortgage and Promissory Note securing loan on property.

PRE-APPLICATION QUESTIONNAIRE
"IS MY PROJECT COMPATIBLE WITH CDBG and/or HOME FUNDING?"

As the applicant, it is your responsibility to know and understand the regulations and requirements of the funding source(s) you are applying for. The following questions will help you determine what local, state and federal requirements your project may be subject to. This is not exhaustive, and there may be other regulations or requirements pertaining to your project that are not covered in this questionnaire.

IMPORTANT: Please complete this questionnaire and bring it with you to your pre-application conference.

PROJECT TITLE: _____

1. Does your targeted population meet the applicable HUD income guidelines? ☐ yes ☐ no
2. Do you have the capacity to maintain accurate income documentation and keep records and data current, as required by the HUD program? ☐ yes ☐ no
3. Is the proposed project within the Springfield City Limits? ☐ yes ☐ no
4. Does the project meet local zoning and land use laws?
(please provide documentation) ☐ yes ☐ no ☐ n/a
5. **If your project includes using HOME funds for acquisition**, has a Notice of Acquisition been issued to the seller? ☐ yes ☐ no ☐ n/a
6. **If your HOME project includes more than one building**, is there at least one HOME assisted unit in each building? ☐ yes ☐ no ☐ n/a
7. **If new construction**, do your plans and specs include Section 504 and State Building Code requirements? (accessibility standards) ☐ yes ☐ no ☐ n/a
8. **If your project includes rehabilitation**, is the existing structure **less** than 50 years old? ☐ yes ☐ no ☐ n/a
9. **If HOME rental rehabilitation**, is the total cost per unit **less** than \$25,000? ☐ yes ☐ no ☐ n/a
If no, do your plans include Cost Effective Energy Standards? ☐ yes ☐ no ☐ n/a
10. Is the subject property vacant? ☐ yes ☐ no
If it is not vacant and you are applying for HOME funds:
Has a tenant survey been completed for each unit? ☐ yes ☐ no ☐ n/a
General Information Notices Sent? ☐ yes ☐ no
(copies of notices with acknowledgement of receipt must be included with the HOME application)
11. **If relocation will occur**, either temporary or permanent, have adequate funds been set aside for this activity, and are they reflected in your application? ☐ yes ☐ no ☐ n/a

12. **If your project includes construction**, is your project subject to federal Davis-Bacon wage requirements? ☐ yes ☐ no ☐ n/a
If no, explain in your application why your project is exempt.
If yes, are current Davis-Bacon wage rates reflected in your application? ☐ yes ☐ no
13. Is your project located outside the 100-year floodplain? ☐ yes ☐ no
14. Is the project site free of any wetlands? ☐ yes ☐ no
15. Is the project site free of any identified environmental contamination or hazards? ☐ yes ☐ no
 If yes, you MUST provide documentation.

IMPORTANT NOTICE
MAKING SUBSTANTIAL CHANGES TO CDBG/HOME ASSISTED PROJECTS

The City of Springfield awards its CDBG and HOME funds through a competitive application process. As a condition of project approval and award, each project will be required to adhere to the financial, design, implementation and performance elements as described in its application. HUD regulations require that any substantial change to a project occurring after the project has been reviewed by the Community Development Advisory Committee (CDAC) must be approved by the CDAC and Council. Substantial changes include:

- A change in project scope (number of units built, people served, jobs created, etc.) of 30% or more.
- A change in funding structure, including changing an allocation of CDBG/HOME funds from a loan to a grant.
- A loss, delay or reduction of a funding source that will significantly delay project implementation.
- A significant change in the design or location of the project.
- A change that would require new or increased levels of compliance with federal labor regulations or environmental regulations.
- Only projects recommended or approved for CDBG/HOME funding are eligible for consideration under this process.

A substantial change to a project will be considered for approval only when the following conditions have been met:

1. Applicant must provide City with written notification to disregard its original funding application and relinquish any funding it has been approved for or received,
2. Applicant must submit a new CDBG/HOME application to include the proposed changes to the project,
3. CDAC shall conduct a review of new application and, if appropriate, recommend the proposal for funding to Council,
4. Upon the recommendation of the CDAC, Council shall conduct a public hearing to receive testimony on the new application and take such action as it deems appropriate.

Submitting a substantial change for approval may result in the delay, reduction or loss of project funding.

 AUTHORIZED SIGNATURE

 DATE

 AGENCY

**APPLICATION FORM
CITY OF SPRINGFIELD CDBG AND HOME FUNDING ALLOCATION**

Project Title: _____

Agency name and Address: _____

DUNS Number: _____ Employer ID: _____

Is this application being submitted for CHDO set-aside funding ☐ yes ☐ no
(Submit copy of CHDO certification). **Do not use this application for CHDO Operating Assistance**

Telephone: _____ Contact Person: _____

Each project which is a part of Springfield's Community Development Programs must either benefit low and moderate income persons or eliminate slums and blight (as defined by CDBG regulations) OR meet one of the three HOME funding priorities.

HOME		CDBG	
Provide Affordable Permanent Housing	<input type="checkbox"/>	Primarily Benefit Low and Moderate Income Persons	<input type="checkbox"/>
Provide Housing and Services for Homeless Households	<input type="checkbox"/>	Aid in the Prevention or Elimination of Slums and Blight	<input type="checkbox"/>
Provide Supportive Housing and Services	<input type="checkbox"/>		

(A) PROJECT COST SUMMARY

\$ _____ Total CDBG/HOME dollars requested Grant Amount \$ _____ Loan Amount \$ _____
 \$ _____ Total dollar value of other resources
 \$ _____ TOTAL PROJECT COST

(B) FUNDS LEVERAGED CALCULATION

\$ _____ Total CDBG/HOME dollars requested
 \$ _____ Total Funds Leveraged (do not include owner's equity/contribution or market rate loans)
 \$ _____ Dollars Leveraged for each CDBG/HOME Dollar

(C) PROJECT LOCATION

Tax Lot Number(s): _____
 Project location: _____

- ☐ Please attach map showing the project location.
☐ Please attach legal description of the property or properties.

<i>For Use by City of Springfield Application Review Team Only</i>	
CDBG National Objective	CDBG Eligible Activity
<input type="checkbox"/> LMI - Area Benefit	<input type="checkbox"/> Acquisition of Real Property
<input type="checkbox"/> LMI - Limited Clientele	<input type="checkbox"/> Public Facilities and Improvements
<input type="checkbox"/> LMI - Jobs	<input type="checkbox"/> Rehabilitation
<input type="checkbox"/> LMI - Housing	<input type="checkbox"/> Special ED Activities
<input type="checkbox"/> Slums/Blight Area	<input type="checkbox"/> Microenterprise Assistance
<input type="checkbox"/> Slums/Blight Spot	<input type="checkbox"/> Other
<input type="checkbox"/> HOME Only, not applicable	<input type="checkbox"/> HOME Only, not applicable

IMPORTANT!! Please answer the following questions within the space provided, or restate questions and provide on a separate attachment. Do not re-format this document.

(D) PRIOR FUNDING ALLOCATIONS

If your agency has received CDBG or HOME funds from Springfield in the past, please list the year, funding amount, funding source and project title. Indicate the current status of the project.

<u>Year</u>	<u>Source</u>	<u>Amount</u>	<u>Project Title</u>	<u>Status</u>
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(E) PROJECT DESCRIPTION

- (1) Describe your project. Include in this description the specific need that your project will address and the scope of the project (renovation or an existing dwelling, new construction, etc.). Describe the population that your project will serve (homeless, elderly, etc.). Describe why an allocation of CDBG/HOME funds is crucial to the successful implementation of your project.

- (2) Describe in greater detail the various components of the project, the estimated cost for each component (renovation of building will involve wall demolition \$200, rewiring of electrical units \$500, plumbing for installation of sink \$300, etc.) and source of cost estimates.



- (3) Will all HOME assisted units be occupied by households in which the most recent known address, prior to their selection for occupancy in your project, is inside the Springfield City Limits?
(Funding priority will be given to proposals that provide the greatest benefit to current Springfield residents).

☐ yes

☐ no

Please explain.

(F) HOUSING PROJECT OPERATING INFORMATION

If your proposed project is a housing project, use the proforma below to illustrate the anticipated cash flow of the Project, providing, monthly, 1st year, and 5 year projections.

OPERATING INCOME	Month	Year 1	Year 5
Gross Rental Income	\$	\$	\$
Less Vacancy @ _____ %	\$ ()	\$ ()	\$ ()
Other Project Income (Laundry, Parking, etc.)	\$ -----	\$ -----	\$ -----
GROSS PROJECT INCOME	\$	\$	\$
EXPENDITURES			
Taxes	\$	\$	\$
Insurance	\$	\$	\$
Advertising	\$	\$	\$
Utilities (not tenants portion)	\$	\$	\$
Management Fees	\$	\$	\$
Accounting/Legal	\$	\$	\$
Administration Costs	\$	\$	\$
Phones	\$	\$	\$
Ground Repair/Maintenance	\$	\$	\$
Extermination	\$	\$	\$
Cleaning/Decorating	\$	\$	\$
Maintenance, Supplies	\$	\$	\$
Replacement Reserve	\$	\$	\$
Homeowner Equity Set aside	\$ -----	\$ -----	\$ -----
TOTAL EXPENDITURES	\$	\$	\$
NET PROJECT INCOME	\$	\$	\$

(net income = gross income - expenditures)

(continued on the next page)

DEBT SERVICES	\$	\$	\$
First Mortgage	\$	\$	\$
Second Mortgage	\$	\$	\$
HOME Loan	\$	\$	\$
Other Debt Service	\$	\$	\$
	-----	-----	-----
TOTAL DEBT SERVICE	\$	\$	\$

DEBT COVERAGE RATIO

(debt coverage ratio = net project income/total debt service)

What is the annual increase that the project rents are calculated at? _____ %

What is the annual increase that the operating costs are calculated at? _____ %

(G) This section has been removed. Please continue to section (H)

(H) LOAN INFORMATION (if applicable)



FIRST MORTGAGE

Lender: _____

Address: _____

City: _____ State: _____ ZIP: _____

Contact: _____ Phone: _____

Amount of Loan: \$ _____

Interest Rate: _____ %

Amortization Period (in years): _____

Term of Loan (in years): _____

SECOND MORTGAGE

Lender: _____

Address: _____

City: _____ State: _____ ZIP: _____

Contact: _____ Phone: _____

Amount of Loan: \$ _____

Interest Rate: _____ %

Amortization Period (in years): _____

Term of Loan (in years): _____

PROPOSED HOME Loan (this application)

Amount of Loan: \$ _____

Interest Rate: _____ %

Amortization Period (in years): _____

Term of Loan (in years): _____

Please attach information for any additional loans to the Project on a separate sheet. Use the above format.



(I) **HOUSING PROJECT RENT SCHEDULE**

Include rental information for ALL units in project. Indicate which units will be assisted by HOME funds from this application.

bedrooms per unit	monthly rent		# of units		total rent	HOME assisted?
0	\$ _____	x	_____	=	\$ _____	<input type="checkbox"/> yes <input type="checkbox"/> no
1	\$ _____	x	_____	=	\$ _____	<input type="checkbox"/> yes <input type="checkbox"/> no
2	\$ _____	x	_____	=	\$ _____	<input type="checkbox"/> yes <input type="checkbox"/> no
3	\$ _____	x	_____	=	\$ _____	<input type="checkbox"/> yes <input type="checkbox"/> no
4	\$ _____	x	_____	=	\$ _____	<input type="checkbox"/> yes <input type="checkbox"/> no
5	\$ _____	x	_____	=	\$ _____	<input type="checkbox"/> yes <input type="checkbox"/> no
TOTAL MONTHLY RENTS					\$ _____	
					X12	
TOTAL ANNUAL RENTS					\$ _____	

(J) **PROJECT FUNDING**

List the amount(s) and identify the source(s) of all funding. Other resources include grants and loans, monetary donations, in-kind contributions, volunteer labor, donation of materials and supplies, etc. **NOTE: PLEASE PROVIDE A LETTER OF COMMITMENT FOR ALL COMMITTED FUNDING**

Grants/Loans	<u>Committed</u>	<u>Conditional</u>	<u>Tentative</u>
CDBG (This Application)			
_____	\$ _____	\$ _____	\$ _____
HOME (This Application)			
_____	\$ _____	\$ _____	\$ _____
HUD, Other Federal Funds			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
State Grants, Loans			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

(K) PROJECT DEVELOPMENT AND IMPLEMENTATION

- (1) Provide a schedule showing when major individual components of this project or activity will be taking place and completed.

- (2) If applicable, provide a neighborhood notification and involvement plan. The plan should include a proposed schedule indicating when and how surrounding neighbors will be informed about the project, and what will be done to encourage neighborhood support. Provide background information on how neighborhood notification and involvement was accomplished in conjunction with prior projects and the level of success.

- (3) Who will be responsible for administering this project?

- (4) Describe what community goals you are working to achieve and how you plan to coordinate your efforts with other agencies or other project activities in targeted areas.

(5) If applicable, describe how the project addresses youth and public safety issues.

(6) Please describe how your project supports the City's housing and community development priorities described on page 4 of this application, or how it relates to the Consolidated Plan.

(7) If applicable describe how your project focuses on revitalization efforts in targeted areas.

(L) FINANCIAL STATEMENT and CERTIFICATION

Please include a current audited financial statement. If none is available, or if it is more than 18 months old, please complete this page.

APPLICANT INFORMATION			
Name: _____			
Address: _____			
City: _____	State: _____	ZIP: _____	
<input type="checkbox"/> Own	<input type="checkbox"/> Rent	How Long? _____ years	Phone Number: _____
Employer Name: _____			
Address: _____			
City: _____	State: _____	ZIP: _____	
Position/Title: _____		How Long? _____	
<input type="checkbox"/> Retired <input type="checkbox"/> Self Employed			

CO-APPLICANT INFORMATION			
Name: _____			
Address: _____			
City: _____	State: _____	ZIP: _____	
<input type="checkbox"/> Own	<input type="checkbox"/> Rent	How Long? _____ years	Phone Number: _____
Employer Name: _____			
Address: _____			
City: _____	State: _____	ZIP: _____	
Position/Title: _____		How Long? _____	
<input type="checkbox"/> Retired <input type="checkbox"/> Self-employed			

Monthly Income Statement	Applicant	Co-Applicant
Salary/Wages	\$ _____	\$ _____
Commissions	\$ _____	\$ _____
Self Employment Income	\$ _____	\$ _____
Dividends, Interest	\$ _____	\$ _____
Social Security	\$ _____	\$ _____
Income from Rental Properties	\$ _____	\$ _____
Pensions, Retirement Income	\$ _____	\$ _____
Other Income	\$ _____	\$ _____
Total Monthly Income	\$ _____	\$ _____

I certify that the above information is true and accurate to the best of my knowledge.

Applicant _____ Date _____

Co-Applicant _____ Date _____

(M) PROJECT APPLICANT'S BACKGROUND

- (1) If you are a public agency, briefly describe the agency's mission and its service history. Describe your capacity to undertake the proposed project, and your capability to continue to provide services to Springfield residents. If you are a private non-profit organization, briefly describe your experience in completing similar projects. Attach additional sheets, if necessary. Evidence of non-profit status must be attached.

- (2) If you are applying for HOME funds, what additional opportunities will the applicant provide low-income project beneficiaries? Include in this discussion any social services, counseling, job training, or other education, both on site and off site, which will be made available to residents of your project.



(N) APPLICATION CHECKLIST

Project Title _____

STOP!! Have you had your Pre-Application Conference? **Date of Conference** _____ / _____ / _____

Please be sure that your completed application includes the following:

- ☐ Cover letter indicating Agency name, project title, nature of proposal, and amount of CDBG/HOME funds requested.
- ☐ Complete financial information for the proposed project
- ☐ If you intend to maintain the property as low income housing beyond the HOME compliance period, complete and sign, Election to Extend Period of Affordability.
- ☐ Current audited Financial Statement. In lieu of a current audited financial statement, or if your financial statement is more than 18 months old, complete page 10 of the application.
- ☐ Non-profit Corporations must provide evidence of 501 (c) 3 status.
- ☐ CHDO applicants must provide evidence of current CHDO status.
- ☐ Map indicating location of proposed project (from Pre-Application Conference).
- ☐ Legal description of property, or properties.
- ☐ Evidence of site control, if applicable.
- ☐ Preliminary construction plans and specifications.
- ☐ Provided a letter of commitment for project funding listed under “committed funding” under item “J” – project funding

Please print a hard copy of your completed application and submit it with supporting documents to:

*Kevin Ko
Development and Public Works Department
City of Springfield
225 Fifth Street
Springfield, OR 97477*

Incomplete application packets may be returned to applicant, and may be withheld from the review process.



CDBG APPLICATION ADDENDUM A
PROPOSALS BENEFITING "LOW AND MODERATE INCOME PERSONS"

Please complete this section only if you checked the box for "Primarily Benefit Low and Moderate Income Persons" on page 10 of the application. Do not complete this section if you are applying for HOME funds only.

- (1) **LOW AND MODERATE INCOME BENEFIT** (Attachment 2 is HUD's income guidelines for low and moderate income households.)

(a) **AREA BENEFIT:** For proposed projects serving a low and moderate-income area provide the following data:

_____ Number of low and moderate-income persons to be served by the project on an annual basis.

_____ Total number of persons to be served by the project on an annual basis.

_____ % of Low and moderate income persons in the project's service area.

Document sources of information for above statistics (include a description of the service area):

- (b) **LIMITED CLIENTELE:** For proposed projects serving a target population, provide the following data: (homeless families, disabled children, etc.).

Specify the target population to be served _____

_____ Number of low and moderate income persons in target population to be served on an annual basis.

_____ Total number of persons in target population to be served on an annual basis.

_____ % Low and moderate income.

_____ % Springfield residents.

Document sources of information for above statistics:

- (c) For proposed projects that provide a **DIRECT BENEFIT**, 100 percent of the beneficiaries must be low and moderate income (Please see Attachment 2). Please specify the total number of persons or households to receiving direct benefits on an annual basis.

- (2) Briefly describe the low and moderate-income population your agency is serving through this proposal.

- (3) How will your agency ensure that 100 percent of the persons who will derive DIRECT BENEFIT from CDBG funded activities are of low or moderate income?

- (4) If your project provides an INDIRECT BENEFIT to persons or households, at least 51% of the persons or households must be of low or moderate income. How will you ensure that at least 51% of the persons/households served are of low or moderate-income? How will you ensure that over-income persons do not benefit to the exclusion of low-income persons?



CDBG APPLICATION ADDENDUM B
PROPOSALS THAT REDUCE OR ELIMINATE "SLUMS AND BLIGHT"

Please complete this section only if you checked the box for "Aid in the Prevention or Elimination of Slums and Blight" on page 10 of the application. Do not complete this section if you are applying for HOME funds only.

Proposals dealing with the "slums or blight" objective must meet one of the two criteria presented below. Please provide information for **either** (1) or (2).

- (1) (a) Is the project site in the Springfield Downtown Redevelopment Area? Please provide an address or tax lot number to document location of project.

- (b) How will the proposed project reduce or eliminate one or more of the conditions that contribute to blight in the Downtown Redevelopment Area?

- (2) For proposed projects addressing slums or blight on a spot basis
Projects meeting this criterion must involve acquisition, clearance, relocation, historic preservation, and/or building rehabilitation activities which eliminate specific conditions of blight and physical decay on a spot basis. Rehabilitation is limited to the extent necessary to eliminate specific conditions detrimental to public health and safety. Explain how proposal meets this criterion.



ATTACHMENT 1

If your project is allocated Community Development Block Grant (CDBG) funds, the following issues may need to be addressed by the applicant prior to the funds being reserved. This information is needed to determine compliance with HUD requirements. This is a comprehensive list, and not every item will be applicable to every type of project.

Applicant's Background

- Is applicant a legal non-profit organization?
- Do applicant's clients meet HUD income guidelines?
- Does applicant have the capability to maintain written documentation of clients' income and other data?
- Has applicant made a legal or financial commitment to proposed project? (Note: CDBG funds cannot be used for projects already underway.)
- Is applicant primarily a religious organization?

Project Location, Zoning, and Code Issues

- Is proposed project within the Springfield City limits?
- Have nearby neighborhood residents been contacted about proposed project?
- Does the proposed project meet local zoning and land use laws?
- Are any special land use approvals required, such as site review or conditional use permits?
- Have the above approvals been obtained?
- Does the project meet applicable fire, life, and safety codes?
- Have Federal Section 504 and State Building Code accessibility standards been addressed?

Environmental Issues

- Is proposed project located within a 100-year floodplain?
- Is a wetland situated on proposed project site?
- Has any environmental contamination been identified on project site?
- Has asbestos been identified on project site?
- Has lead-based paint been identified on project site?
- Is the proposed project located on a major arterial or near the railroad?
- Is the proposed project located adjacent to an above ground flammable storage tank?
- Does the proposed project involve a structure that is 50 years or older?
 - a. Is the structure potentially eligible for placement on the Register of Historic Places?
 - b. Has the State Historic Preservation Office reviewed the proposed work?

Labor Requirement

- Are federal Davis-Bacon wage rates required for the construction of housing, a building or a public facility?

Displacement and Relocation

- Will tenants be displaced by the proposed project and will relocation benefits be provided?
- Will a business be displaced by the proposed project and will relocation benefits be provided?
- Will housing units be demolished or converted?
- Will replacement housing be provided?

Property Data

- Does or will applicant own property by fee simple title?
- Are taxes on property current?
- Is insurance current?
- Has an appraisal on property been conducted?
- What is the assessed value of the property?
- What is the current debt against the property?
- What is the current use of the property?
- What is the proposed use of the property?

ATTACHMENT 2

HUD'S INCOME LIMITS FOR LOWER INCOME AND VERY LOW INCOME FAMILIES FOR THE EUGENE-SPRINGFIELD AREA

The revised income limits for very low income (50 percent of median income) and other low-income (80 percent of median income) families are presented below. These revised income limits apply to the Community Development Block Grant (CDBG) Program, Section 312 Rehabilitation Loan Program, HOME Investment Partnership Program and Rental Rehabilitation Program.

Household Size	Very Low Income (\$)	Other Low Income (\$)
1	19,750	31,550
2	22,550	36,050
3	25,350	40,550
4	28,150	45,050
5	30,450	48,700
6	32,700	52,300
7	34,950	55,900
8	37,200	59,500

Effective 12/11/2012

MAXIMUM HOME PROGRAM RENTS FOR EUGENE-SPRINGFIELD, MSA

HUD provides the following maximum HOME rent limits. The maximum HOME rents are the lesser of:

1. The fair market rent for existing housing for comparable units in the area as established by HUD under 24 CFR 888.111; or
2. A rent that does not exceed 30 percent of the adjusted income of a family whose annual income equals 65 percent of the median income for the area, as determined by HUD, with adjustments for number of bedrooms in the unit. The HOME rent limits provided by HUD will include average occupancy per unit and adjusted income assumptions. Important!! Maximum HOME rents shown below include an allowance for utilities.

Number of Bedrooms	Low HOME Rents (\$)	High HOME Rents (\$)	FMR (\$)
0 - Efficiency	488	488	466
1 BR	555	611	611
2 BR	666	821	821
3 BR	770	967	1,182
4 BR	858	1,060	1,387
5 BR	948	1,151	1595
6 BR	1036	1,242	1803

Effective 04/2013